

# Tips for updating QuickBooks L

You can export a report, change certain format

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QuickBooks will update and keep these changes

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting  
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns  
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas  
The updated report must contain the row associated with y
- 7 Inserted text  
Make your new text always appear next to a particular row  
the text as a formula (e.g. ="inserted text")

QuickBooks will NOT  
support these changes:

- Font formatting in r
- Inserted rows that a
- Moved data cells

# Desktop report in Excel

...ing or add new formulas, and then update it with new QuickBooks data

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your formula

r by entering

|    | A | B | C | D | E | F                                   | G        | H         |
|----|---|---|---|---|---|-------------------------------------|----------|-----------|
| 1  |   |   |   |   |   | <b>My Company P&amp;L</b>           |          |           |
| 2  |   |   |   |   |   | <b>Profit &amp; Loss</b>            |          |           |
| 3  |   |   |   |   |   | July through August 2012            |          |           |
| 4  |   |   |   |   |   |                                     | 07/16/12 | Aug 16    |
| 5  |   |   |   |   |   | Ordinary Income/Expense             |          |           |
| 6  |   |   |   |   |   | <b>MONEY IN (aka Income)</b>        |          |           |
| 7  |   |   |   |   |   | 40100 - Construction Income         |          |           |
| 8  |   |   |   |   |   | 40110 - Design Income               | 3,054.02 | 3,900.00  |
| 9  |   |   |   |   |   | 40199 - Less Discounts given        | 0.00     | -48.35    |
| 10 |   |   |   |   |   | Total 40100 - Construction Income   | 3,054.02 | 3,751.65  |
| 11 |   |   |   |   |   | 40500 - Reimbursement Income        |          |           |
| 12 |   |   |   |   |   | 40520 - Permit Reimbursement Income | 0.00     | 487.00    |
| 13 |   |   |   |   |   | Total 40500 - Reimbursement Income  | 0.00     | 487.00    |
| 14 |   |   |   |   |   | Total Income                        | 3,054.02 | 29,197.65 |
| 15 |   |   |   |   |   | * Labor Income less Design Income   | 3,054.02 | 13,227.00 |
| 16 |   |   |   |   |   | Cost of Goods Sold                  |          |           |

non-header cells\*  
are left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in  
between QuickBooks  
row headers

- User-defined  
supported in  
updated to t

a.

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| I            | J          |
|--------------|------------|
|              |            |
|              |            |
|              |            |
| <b>TOTAL</b> |            |
|              |            |
|              |            |
| 6,954.02     |            |
| -48.35       | *          |
| 6,905.67     |            |
|              |            |
| 487.00       |            |
| 487.00       |            |
| 46,343.45    |            |
| 21,596.71    | Labor Diff |
|              |            |

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formulas may not be  
collapsed reports when  
he same excel sheet

**Tarzana Neighborhood Council**  
**Budget Revised 9-16-26**  
 July 2026 through June 2027

|                                                 |  |                      |
|-------------------------------------------------|--|----------------------|
| <b>Income</b>                                   |  |                      |
| <b>Funding</b>                                  |  |                      |
| Annual Funding From LA City                     |  | \$25,000.00          |
| Rollover From Prior Year                        |  | 8,950.25             |
| <b>Total Funding</b>                            |  | <u>33,950.25</u>     |
| <b>Total Income</b>                             |  | <u>33,950.25</u>     |
| <b>Expense</b>                                  |  |                      |
| <b>100 Operations</b>                           |  |                      |
| <b>General Operations &amp; Misc</b>            |  |                      |
| Bus Cards, Name Plates & Badges                 |  | 150.00               |
| Canva Pro License                               |  | 100.00               |
| Domain Name                                     |  | 75.00                |
| Mailing List Maintenance                        |  | 360.00               |
| Meeting Expense                                 |  |                      |
| Other                                           |  | 100.00               |
| Refreshments                                    |  | 3,600.00             |
| <b>Total Meeting Expense</b>                    |  | <u>3,700.00</u>      |
| <b>Office Expenses</b>                          |  |                      |
| Land Use Committee                              |  | 100.00               |
| Other                                           |  | 100.00               |
| Presidents Expenses                             |  | 100.00               |
| Treasurer/Budget Committee Exp                  |  | 100.00               |
| <b>Total Office Expenses</b>                    |  | <u>400.00</u>        |
| PO Box Rental                                   |  | 325.00               |
| Website Maintenance/Updates                     |  | 1,980.00             |
| Zoom Licenses                                   |  | 560.00               |
| <b>Total General Operations &amp; Misc</b>      |  | <u>7,650.00</u>      |
| Staffing & Temporary Help                       |  | 3,500.00             |
| <b>Total 100 Operations</b>                     |  | <u>11,150.00</u>     |
| <b>200 Outreach</b>                             |  |                      |
| <b>Events</b>                                   |  |                      |
| Earth Day                                       |  | 3,500.00             |
| <b>Total Events</b>                             |  | <u>3,500.00</u>      |
| <b>Total 200 Outreach</b>                       |  | <u>3,500.00</u>      |
| <b>350 Elections</b>                            |  |                      |
| -Expense Limitation                             |  | 500.00               |
| <b>Total 350 Elections</b>                      |  | <u>500.00</u>        |
| <b>400 Neighborhood Purpose Grants</b>          |  |                      |
| 3 Public Schools                                |  | 7,500.00             |
| WH-TCCCBF-Earth Day-Schools                     |  | 1,500.00             |
| <b>Total 400 Neighborhood Purpose Grants</b>    |  | <u>9,000.00</u>      |
| <b>900 Unallocated</b>                          |  | <u>9,800.25</u>      |
| <b>Total Expense</b>                            |  | <u>33,950.25</u>     |
| <b>Excess of Revenues Over/(Under) Expenses</b> |  | <u><u>\$0.00</u></u> |

**Tarzana Neighborhood Council**  
**Budget Revised 9-16-26**  
July 2026 through June 2027

| <u>Summary</u>                  |             |
|---------------------------------|-------------|
| Operations                      | \$11,150.00 |
| Unallocated                     | 9,800.25    |
| Total Operations                | 20,950.25   |
| Outreach                        | 3,500.00    |
| Elections                       | 500.00      |
| Total General & Operations      | 24,950.25   |
| NPG's                           | 9,000.00    |
| Community Improvements Projects | 0           |
| Total                           | 33,950.25   |
| Unallocated                     | 0           |
| Grand Total                     | \$33,950.25 |